



# USAID | AFGHANISTAN

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**Solicitation open to:** All Interested Candidates  
**Position Title:** Investigator  
**Type of vacancy:** Single position  
**Opening date:** February 11, 2014  
**Closing date:** February 24, 2014  
**Vacancy announcement#:** USAID/306/14/43/OIG  
**Work Hours:** 40 hours (Full time)  
**Position Grade:** FSN-11

USAID/Afghanistan is seeking an individual for the position of Investigator with the Office of Inspector General (OIG).

## **BASIC FUNCTION OF THE POSITION:**

The incumbent serves as a Locally Employed Staff (LES) Investigator, responsible for coordinating and conducting investigative work in the USAID OIG Afghanistan Country Office Investigations Division (OIG/I), in Kabul, Afghanistan. The incumbent, who works under the direction of either the Assistant Special Agent in Charge (ASAC) or the Special Agent in Charge (SAC) in Washington, D.C., has duties and responsibilities that are designed to support the investigative program of the Kabul Country Office. The mission of the Office of Inspector General is to promote and preserve the efficiency, effectiveness, and integrity of USAID. To that end, OIG/I is primarily responsible for receiving allegations and conducting inquiries, and investigating allegations or matters of possible fraud, waste, and abuse in the USAID Programs in Afghanistan.

1. Under the supervision of the ASAC/SAC and regional agents, the incumbent is responsible for planning, coordinating and conducting investigations into allegations of fraudulent wrongdoing involving projects, programs and operations funded or administered by USAID. These investigative activities are conducted in accordance with and pursuant to: the Inspector General Act of 1978, as amended; Title 18 of the U.S. Code, and other criminal statutes; Federal Rules of Criminal Procedure; Rules of Evidence for United States Courts and Magistrates; USAID rules and regulations; and, other policy directives, guidelines and priorities established by the Inspector General.
2. The incumbent develops and maintains extensive working relationships within the law enforcement community, and with high ranking officials of host country law enforcement and investigative agencies within Afghanistan under the direction of the ASAC/SAC. He must establish a rapport with Government of Islamic Republic of Afghanistan (GoIRA) officials to allow the USG to achieve mission objectives. S/He must be able to navigate the subtleties of the local bureaucracy. S/He offers guidance and sound advice to the OIG Special Agents, which is critical in shaping plans and decisions, and must be candid with opinions and advice to help manage and resolve difficult situations affecting official Americans while maintaining good relations between the GoIRA and the mission.
3. The incumbent focuses investigative efforts on routine and non-routine investigations, conducts interviews of witnesses and suspects. Persons interviewed are USG personnel (FSN, TCN and US), and others in conjunction with the development of investigative case work. S/He must possess a wealth of knowledge and expertise in investigative matters.

S/He assists special agents in conducting inspections, verifications, interviews and interrogations of witnesses and subjects of OIG investigations.

4. The incumbent will assist the special agents in managing confidential investigative funds used in the course of investigations. This will include properly handling investigative funds, obtaining required supporting documentation when expenses are incurred, and properly documenting instances in which these funds are provided to confidential informants.
5. The incumbent will gather evidence, facts, and background information related to allegations received by OIG/I under the direction of the ASAC/SAC. Collecting, reviewing, and analyzing records necessary to prove or disprove allegations of wrongdoing.
6. The incumbent is responsible for securing and managing extremely sensitive investigative files and information related to suspected fraud and corruption investigations. S/He is responsible for preparing data for entry into USAID/OIG's Criminal Law Enforcement Reporting System (CLERS). S/He will handle, secure, and manage evidence in accordance with Federal Rules of Evidence and relevant Afghan laws.
7. The incumbent is responsible to conduct investigations and prepare case presentations to the United States Attorney's Office, the grand jury, or to foreign courts of law. As required, the incumbent will testify at judicial proceedings and present evidence at criminal, civil and/or administrative proceedings. S/He is required to provide sound advice to the ASAC/SAC of potential violations of host country laws, the legality of proposed investigative techniques, the admissibility of gathered evidence, as well as the potential political implications of said investigations.
8. Under the supervision of the SAC, the incumbent must prepare accurate, concise and comprehensive reports of investigation for presentation to the United States Attorney's Office, or other entities. Furthermore, the incumbent must prepare memoranda of interviews, take and prepare sworn statements, prepare other investigative-related correspondence, and prepare and deliver OIG subpoenas.
9. The incumbent supervises the appropriate application of sophisticated electronic-support equipment and techniques, as directed by the SAC. S/He is responsible for the planning and executing of search and seizure warrants.
10. The incumbent is responsible for providing recommendations to the ASAC/SAC concerning language, business practices, laws, culture, and environment in the host country and performing daily translation and interpretation services for the OIG/I.
11. At the direction and supervision of the ASAC/SAC, the incumbent performs investigative leads and other investigative functions from other regional field offices engaged in criminal, civil or administrative investigations and/or prosecutions in the United States. This investigative support ensures stability and continuity in matters requiring an OIG/I presence.
12. The incumbent is responsible for translating, interpreting and delivering fraud awareness presentations in Dari and/or Pashto to large groups of individuals associated with USAID project, and will be able to answer relevant questions.
13. The performance of duties required of this position include the following: possession of a valid driver's license; the ability and willingness to travel by various modes of transportation including, but not limited to, motor vehicles, trains, helicopters and airplanes; and the ability to carry and maintain investigative equipment. The incumbent must be willing to accept TDY assignments to Pakistan on an occasional basis.
14. The incumbent will perform other related duties as assigned.

## QUALIFICATIONS/EVALUATION CRITERIA:

**Education:** Bachelor's degree in accounting, finance, business administration, law, or related field is required

**Prior Work Experience:** Minimum of 5 years progressively responsible experience in performing investigative work related to US government activities and/or employee integrity matters is required. Prior USAID experience and/or experience with implementation of foreign assistance projects, the administration of government contracts, and knowledge of financial management and/or closely related areas is highly desirable. This may include military, police, or private organizations.

**Language Proficiency:** Level (IV) Fluent speaking/reading, and writing English is required. Fluent in speaking, reading, and writing Dari and Pashto is also required. Fluency in Urdu is highly desired.

**Job Knowledge:** A thorough knowledge of local political, social, and cultural customs and practices is required. Familiarity with U.S. criminal and civil laws, rules of evidence, and rules of criminal procedures is desired. Good working knowledge of the host country legal and criminal justice system, and its law enforcement procedures is desirable.

**Skills and Abilities:** Excellent analytical, coordination and judgment skills are required to effectively conduct sensitive, high profile investigations, and to provide sound advice to the ASAC/SAC of potential violations of host country laws, the legality of proposed investigative techniques, the admissibility of gathered evidence, as well as the potential political implications of said investigations. Must be capable of maintaining extensive contacts within the law enforcement community. Must have the ability to exercise initiative and resourcefulness in obtaining evidence. Ability to draft objective and logical reports in English. Strong interpersonal skills are required. Proficiency with word processing and spreadsheet software (MS WORD/EXCEL) and the ability to conduct effective Internet research is required. The willingness and ability to travel throughout the region is also required.

## HOW TO APPLY

Applicants must submit a complete application package which includes all required documents to [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: Investigator (OIG 1443)**.

**ANY/ALL application submissions without the required documents and after the closing date of February 24, 2014 will not be considered**

## REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment as a Locally Employed Staff (DS-174) [http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html) ;  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or curriculum vitae that provides the same information found on the (DS-174);

**(We understand that not all applicants are able to down load the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)**

## Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.

- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY